***Letters to parents dealing with sensitive issues (staffing changes, death, etc.) need to be filtered through your Assistant Superintendent, Human Resources, and the Communications department.***

(School Letterhead)

 Date

Dear 5th grade families,

We are writing to you to make certain that you and your student are aware that our dear colleague and 5th grade teacher, \_\_\_\_\_\_\_\_\_\_\_\_\_ passed away suddenly after a brief illness. While some of you may already know this information, we wanted to make certain that all parents of our 5th grade students have the opportunity to process through this tragic event with their student.

Throughout the coming days, there will be counseling services available at school that will include opportunities for interested students to share their thoughts and feelings both on an individual basis and as a class. Please let us know if you have any pertinent information that would assist us in supporting your child throughout this challenging time.

We will miss \_\_\_\_\_\_\_\_\_\_\_\_’s gentle spirit, her contagious smile, and her love of teaching. In response to several inquiries, plans to honor and remember her teaching career will be formulated in the next several months with input from both students and families. If you have any questions or concerns, please don’t hesitate to contact us at school (651-000-0000).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_, Principal \_\_\_\_\_\_\_\_\_\_\_\_\_, Assistant Principal

\*\*\**(Please note that all personal information in relation to the teacher was included by permission of an immediate family member)*